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| APP Practitioner-Led Professional Development Partner  Project Lead  [Provider address]  Dear [First Name], |

[date]

**GRANT OFFER LETTER**

|  |  |
| --- | --- |
| **Reference** | [Reference number] |
| **Organisation Name** | [Provider name] |

This Grant Offer is made between:

1. **touchconsulting Ltd, 29 Kingsmead, Stretton, Burton upon Trent, Staffordshire, DE13 0FQ** and
2. **[Provider name], [Provider address] (Company number or UKPRN: [UKPRN number]) (“the Recipient”)**

This letter confirms that, as part of the ETF’s Advanced Practitioner Programme – Practitioner Led Professional Development (also known as the Skylark programme) delivered by touchconsulting a grant will be awarded for the Recipient up to the value of £3,000 for the organisation to use during the period beginning September 2021 and ending March 2022 (“the Grant”). The Grant will be paid following the submission and acceptance of the Acceptance of Grant offer and effective date (Annex A) and Grant Claim Form (Annex B).

This Grant is funded from an original grant ([Basic Skills Workforce Grant](https://www.et-foundation.co.uk/wp-content/uploads/2021/07/ETF-Basic-Skills-Workforce-FY-21-22-Grant-Offer-Letter.pdf?_gl=1*19mrmjv*_ga*NjI4NzkzMzg1LjE2MTAxMTg4MzE.*_ga_6F0PEMWK3W*MTYzMjE0NTI4NC43My4xLjE2MzIxNDUzNDIuMA..)) received by ETF from the Department for Education (“DfE”) which is subject to [Grant Terms and Conditions](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/975812/DfE_GFA_T_Cs_2021_.pdf) and the Terms and Conditions stated below. Both documents, should be read along with this Grant Offer Letter. The Recipient is responsible for ensuring that ETF can meet the [objectives set out in Annex F](https://www.et-foundation.co.uk/wp-content/uploads/2021/07/ETF-Basic-Skills-Workforce-FY-21-22-Grant-Offer-Letter.pdf?_gl=1*19mrmjv*_ga*NjI4NzkzMzg1LjE2MTAxMTg4MzE.*_ga_6F0PEMWK3W*MTYzMjE0NTI4NC43My4xLjE2MzIxNDUzNDIuMA..) in the Basic Skills Workforce Grant in respect of this Grant.

The ETF recognises the potential for advanced practitioners to positively impact on the quality of teaching, learning and assessment in the Further Education and Training sector. The Advanced Practitioner (AP) programme aims to provide high-quality, innovative CPD which meets the professional development needs of APs (or those in advanced practitioner-type roles) in the FE sector so they in turn can support their colleagues.

This strand of activity of the AP programme will train and support APs to run their own professional development events for FE practitioners and APs within their organisation and sector. These activities will include a combination of knowledge exchanges, Ideas Rooms, action learning sets, and AP-led networks specifically targeted at teachers in basic skills including the embedding of maths and English.

In order for the Recipient to receive the full grant payment of up to £3,000, Skylark project leads will be expected to complete grant monitoring documentation, which includes a record of grant spend. The named Project lead contact will be required to report on progress to touchconsulting by completing a monthly report which includes reporting on progress, planned activity, details of participants, issues, risks and agreed metrics. They will also:

* Attend Skylark CPD on running professional development events along with their Skylark team members[[1]](#footnote-2).
* Work with the touchconsulting team to agree the delivery of professional learning events appropriate for their organisation/context
* Promote the professional learning events
* Keep a register of participants that attend professional learning events and report participant attendance via monthly reports. This must equate to 50 participants engaging in professional learning events over the lifetime of the project.

The 50 participants will engage with the following professional learning events:

* a series (minimum 3) of online Ideas Rooms/action learning sets **and**
* a minimum of two AP-led networks: one in the autumn term (Oct - Dec 21) **and** one in the spring term (Jan - Mar 22)
* The AP-led networks can include knowledge exchange activity e.g.: #FESwapShop

Professional learning events are expected to start in October 2021 and be completed by 31 March 2022

It is expected each Skylark team member will act as a group facilitator for a minimum of one Ideas Room and/or action learning set.

The grant payment is designed to facilitate successful engagement with the ETF’s #APConnect Skylark Pathway: Practitioner Led Professional Learning by contributing to the following costs:

1. The cost of reducing the Project team’s teaching timetable so they can participate in the Skylark CPD and run professional learning events for a minimum of 50 practitioners. Professional learning events must consist of:

* a series (minimum 3) of online Ideas Rooms/action learning sets **and**
* a minimum of two AP-led networks: one in the autumn term (Oct - Dec 21) **and** one in the spring term (Jan - Mar 22)
* The AP-led networks can include knowledge exchange activity e.g.: #FESwapShop

2. Administrative costs of the Project Lead who will support team members, monitor/support attendance at Skylark online CPD event/s, and complete a monthly report for touchconsulting Ltd;

3. The travel costs of the Project Lead and team members to arrange/run in-person and online professional learning events

4. Other appropriate costs as agreed in writing with touchconsulting Ltd.

This Grant Offer Letter and its relevant annexes, the general DfE [Grant Terms and Conditions](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/975812/DfE_GFA_T_Cs_2021_.pdf) and the [Basic Skills Workforce Grant](https://www.et-foundation.co.uk/wp-content/uploads/2021/07/ETF-Basic-Skills-Workforce-FY-21-22-Grant-Offer-Letter.pdf?_gl=1*19mrmjv*_ga*NjI4NzkzMzg1LjE2MTAxMTg4MzE.*_ga_6F0PEMWK3W*MTYzMjE0NTI4NC43My4xLjE2MzIxNDUzNDIuMA..) together make up the Grant Funding Agreement. This letter must be read in conjunction with the relevant annexes:

**Annex A - Acceptance of Grant Offer and effective date**

**Annex B - Grant Claim Form**

**Annex C - Grant payment schedule**

**Annex D - Additional conditions specific to the Grant**

**Annex E - Schedule outlines for the Advanced Practitioner Programme – #APConnect, Skylark Pathway, Practitioner Led Professional Development Practitioner Led Professional Development programmes**

**Annex F – Checklist for returning the Grant Letter**

Please sign two copies of Annex A, retaining one copy and emailing the second to [lisa@touchconsulting.net](mailto:lisa@touchconsulting.net)

Yours sincerely,

Xx xx

**Annex A – Acceptance of Grant offer and effective date**

|  |  |
| --- | --- |
| **Reference** | [Reference number] |
| **Organisation Name** | [Provider name] |

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| **Bank details into which the grant is to be paid** | |
| Sort-code | … |
| Account number | … |
| Account name | … |

|  |  |
| --- | --- |
| **Signed by person authorised to sign on behalf of touchconsulting** | |
| Date | XX/XX/2021 |
| Signature | ADD |
| Name (please print) | Jaspal Kang |
| Position at touchconsulting | Managing Director |

|  |  |
| --- | --- |
| **Signed by a person authorised to sign on behalf of the Recipient** | |
| Date | … |
| Signature | … |
| Name (please print) | … |
| Position in organisation | … |

|  |  |  |
| --- | --- | --- |
| **Principal contacts** | **touchconsulting** | [Provider name] |
| Contact name/Postal address | Lisa Sidwells  29 Kingsmead, Stretton, Burton upon Trent, Staffordshire, DE13 0FQ | [Grant Lead name]  [Provider address] |
| Position | Project Administrator | [Role] |
| Telephone no. | 07852 123849 | [Phone number] |
| Email address | lisa@touchconsulting.net | [Email address] |

**Annex B – Grant claim form**

|  |  |
| --- | --- |
| **Date of Claim** | … |
| **Reference Number** | [PO number] |
| **Organisational Name** | [Provider name] |
| **Financial year (2021/2022)** | 2021/2022 |

This claim form should be completed by an authorised senior officer of the Recipient and submitted to [lisa@touchconsulting.net](mailto:lisa@touchconsulting.net) along with a breakdown of the expenditure (as per the monthly report) to which the claim relates, and the completed Annex A.

An audit trail of invoices and a timetable log which make up the claim should be retained for inspection, if required. See Annex D of the grant letter for additional conditions specific to the Grant.

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| **Total grant to be awarded** | **£3,000** |
| 1. Grant claimed previously | £… |
| 1. Milestone for which grant is now being claimed | … |
| 1. Grant now being claimed for this milestone | £… |
| Total grant claimed so far | £ [a + c] … |

I certify that the above claim is made in accordance with the Grant Funding Agreement (in particular, the full amount of the grant claimed has been wholly spent on APP Practitioner-Led Professional Development activities).

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| Signed by a senior officer authorised to sign on behalf of the Recipient | |
| Signature | … |
| Name (please print) | … |
| Position in organisation | … |

**Annex C – Grant payment schedule**

touchconsulting will pay the Grant to the Recipient in accordance with the following proposed schedule, subject to the Recipient meeting the requirements of the Grant Funding Agreement.

Figures relate to each organisation.

|  |  |  |
| --- | --- | --- |
| Date | Milestones | Amount |
| By the end of December 2021 | Project lead and project team have attended Skylark CPD1 - Introduction to the Skylark Hubs (compulsory for all Hub team members) Skylark CPD training in September/October 2021 | Up to £1,500\* |
| Action learning sets/Ideas Rooms have started. One AP-led network has taken place. |
| Project lead has submitted monthly reports to touchconsulting, including attendance data for Action learning sets/Ideas rooms and one AP-led network. |
| By the end of March 2022 | Action learning sets/Ideas Rooms have taken place (minimum of 3). The second AP-led network has taken place. | Up to £1,500\* |
| Project lead has submitted monthly reports to touchconsulting, including attendance data for Action learning sets/Ideas rooms and the second AP-led network.  The project lead has submitted details of the 50 participants who have engaged with the professional learning events – data is recorded on the monthly report. |
| Programme participants have participated in evaluation requirements of the programme, as requested. |

\*Providers can only claim against costs they have incurred by the grant claim date. **Annex D – conditions specific to the Grant**

Conditions of Offer

1. Acceptance of this offer constitutes agreement in full to the Grant Offer Letter, relevant annexes and the Grant Terms and Conditions which together make up the Grant Funding Agreement.

Purpose of Grant and Accountability

1. The Recipient shall ensure that the Grant is used only in accordance with the terms of this funding agreement. The Grant will only be paid in respect of approved expenditure incurred by the Recipient for the purposes of supporting the expected inputs and outcomes as described in Annex C.
2. The Recipient shall ensure that a budget forecast is submitted (using the monthly report template) for utilising the grant and will update the expenditure-to-date within the monthly reporting cycle, submitting a final budget sheet to show how the grant has been spent.
3. The Recipient will keep records of grant spend for auditing purposes. The Recipient shall ensure full participation in the 10% random sampling of AP grant records should they be selected.
4. If in the circumstances that any discrepancies have been revealed in spend of the Grant, the Recipient must return the Grant immediately.

Restrictions on spending for which the Grant may be used

1. The Grant may not be used for capital expenditure.
2. Grant may not be used for any marketing and communication spend. The project team can spend time on marketing and communications activity but expenditure for external marketing experts/software is not permitted.

Grant payments

1. Payments will be made in instalments in accordance with Annex C. On each occasion, the Recipient will present details of expenditure to-date and forecast for the next milestone period.
2. Claims for payment should be sent to lisa@touchconsulting.net. For a claim to be included within the agreed grant payment run it must be correct. It will be paid within 30 days of receipt by a BACS transfer.

Information and reporting arrangements

1. The Project Lead will provide data returns in the monthly report which illustrates the progress of the programme key activities and progress on the milestones.
2. ETF are appointing a Research Contractor to evaluate this project (“Research Contractor”). The Recipient shall cooperate fully with the Research Contractor to ensure that evaluation can be completed correctly and efficiently. Such cooperation shall include but not be limited to:

* taking part in surveys and interviews;
* as a condition of the Grant payment for named Contacts to take part in the evaluation and for their personal contact details to be passed to the Research Contractor so that they can be contacted directly by the Research Contractor for this purpose;
* facilitate access to programme participants where possible for this purpose.

**Annex E - Schedule outlines for the Advanced Practitioner Programme – Practitioner Led Professional Learning programme**

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| --- | --- | --- |
| **Number** | **Activity** | **Mode & Duration** |
| **1** | Skylark CPD1 - Introduction to the Skylark Hubs (compulsory for all Hub team members) | Synchronous and asynchronous.  1 hour |
| **2** | Skylark CPD2 - Building Communities: Ideas Room and Action Learning Sets | Synchronous and asynchronous.  6 hours |
| **3** | Skylark CPD3: Creating Networks and Exchanges | Asynchronous |

**Annex F – Checklist for returning the Grant Letter**

This Annex should be reviewed to ensure the documents that must be completed and returned as part of the Grant Offer process.

Please check the box to indicate that the required document has been return to touch consulting.

|  |  |
| --- | --- |
| **DOCUMENT TO BE SUBMITTED TO ETF** | **YES** |
| **Annex A - Acceptance of Grant offer and effective date**  *This is mandatory.* |  |
| **Annex B - Grant claim form** *Please submit the grant claim form with an invoice and the updated budget page in the monthly report spreadsheet. This is to be submitted in December 2021 after completion of 1st payment milestones in Annex C.* |  |
| **Annex B - Grant claim form** *Please submit the grant claim form with an invoice and the updated budget page in the monthly report spreadsheet. This is to be submitted in March 2022 after completion of 2nd payment milestones in Annex C.* |  |
| **Annex C - Grant payment schedule**  *This is for information only.* | **n/a** |
| **Annex D - Additional conditions specific to the Grant**  *This is for reviewing. Please mark YES once read.* |  |
| **Annex E - Schedule outlines for the Skylark professional development**  *This is for information only and may be subject to change* | **n/a** |

**CHECK:** Please ensure the Grant Letter is filed and accessible throughout the programme. Please do refer back to this documentation throughout the programme.

1. This training consists of 3 events/ modules: Skylark CPD1 - Introduction to the Skylark Hubs (compulsory for all Hub team members), Skylark CPD2 – Building Communities: Ideas Room and Action Learning Sets , Skylark CPD3 : Creating Networks and Exchanges [↑](#footnote-ref-2)